



## JOB DESCRIPTION

---

<b>JOB TITLE:</b>	<b>Senior Project Coordinator</b>	
<b>DEPARTMENT:</b>	<b>Business Assistance &amp; Housing Services</b>	
<b>REPORTS TO:</b>	<b>Director of B.A.H.S.</b>	<b>DATE: April, 2009</b>
<b>EMPLOYEE UNIT:</b>	<b>Management &amp; Confidential</b>	<b>Supersedes: July, 2006</b>
<b>FLSA EXEMPT:</b>	<b>Yes</b>	

---

**JOB SUMMARY:** Under general direction of the Director of Business Assistance and Housing Services, performs administrative and professional tasks to coordinate activities related to all aspects of the City's economic development and housing programs, including but not limited to business retention and recruitment programs, downtown revitalization efforts and the City's Below Market Rate Housing program. The Senior Project Coordinator acts as a liaison and facilitator between clients, City staff, and community interests to ensure successful economic development and housing projects.

**CLASS CHARACTERISTICS:** This is a mid-management level classification which provides support to both the Economic Development and Housing Divisions to attract new businesses, assist existing businesses, coordinate activities in the City's Below Market Rate Housing program, and represent the Housing Division's interest in the Residential Development Control System process. It is distinguished from other classes by the degree of difficulty, independent thought, and action required for coordinating the economic development and housing activities in the department. This position may occasionally exercise functional supervision over clerical staff with respect to certain duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The following duties are performed personally, in cooperation with the Director of Business Assistance and Housing Services and/or in coordination with other City staff and community groups. Additional duties may be assigned.

1. Assists the Redevelopment Manager in attracting new business to the community by matching potential new businesses with desired and appropriate sites.
2. Develops new and coordinates existing City business assistance programs to help enhance local small businesses. Current programs include the Façade Improvement Grant Program and the Impact Fee Financing Program.
3. Performs a variety of coordination activities pertaining to the City's Below Market Rate Housing program, including negotiation of real estate acquisition and disposition agreements, proper and timely implementation of City and Redevelopment Agency real estate activities, and implementation of Redevelopment Agency assisted housing projects.

4. Maintains cooperative working relationships with state and federal agencies, non-profit organizations, private companies, City staff, community members and others during the development review process.
5. Acts as a liaison to City and community boards and committees such as, but not limited to, the Mobile Home Rent Commission, Sister City Committee, the Chamber of Commerce Economic Development Partnership, and the Morgan Hill Downtown Association.
6. Represents the Department in coordinating meetings with other City departments with respect to resolving problems associated with economic development and housing issues.
7. Confers with and provides professional and technical support to other City staff on economic development and housing issues including monitoring and analyzing state and federal legislation.
8. Represents the Department in affordable housing related matters such as revision to the affordable housing component of the Residential Development Control System process.
9. Confer with property owners, developers, lenders, appraisers, and others regarding housing issues.
10. Monitors economic development and housing contracts, agreements, and program applications and recommends appropriate action to ensure compliance.
11. Monitors economic development and housing programs to ensure eligibility and compliance by program participants to terms and conditions of agreements and policies.
12. Maintains records of City economic development housing programs and services.
13. Prepares comprehensive reports on all aspects of assigned programs and projects, including annual and periodic redevelopment report.
14. Develops and provides public information concerning economic development and housing programs eligibility standards and policies.
15. May make presentations to community groups, businesses, city staff and City Council, Boards and Commissions regarding assigned programs and projects.
16. Assists with the preparation of the Business Assistance and Housing Services Department budget.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education & Experience:**

1. Possess a Bachelors degree from an accredited college in housing, planning, economics, business, public administration or a related field of study.

2. Three years experience in housing, planning, community development, economic development or a closely related field. Additional related experience may partially offset the college requirement on a year for year basis up to a maximum of two years.

**Licenses & Certificates:**

1. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.

**Other Requirements:**

1. Bilingual (Spanish) is desired.

**Knowledge of:**

1. Principles and practices of planning, redevelopment, and economic development.
2. Real estate development and finance including terminology and documents used in real estate, housing finance, and construction.
3. Redevelopment laws and procedures, including Housing laws and regulations.
4. Business retention and revitalization programs.
5. Housing programs, including compliance monitoring and evaluation systems.
6. Financial record keeping principles and practices.

**Skill in:**

1. Collecting and assembling pertinent financial, housing and real estate information from applicants for loan analysis.
2. Monitoring and processing obligations under leases and other real estate activity including loan payments and insurance requirements.
3. Report writing, grant writing, and application preparation.
4. Use of common office software including Microsoft Office.
5. Providing outstanding customer satisfaction (internally and externally).

**Ability to:**

1. Work independently, use initiative and sound judgment within established guidelines and use creative ways to solve problems.
2. Plan, prioritize, and implement comprehensive economic development and housing program activities.
3. Analyze and interpret complex legal requirements, development program requirements, financial statements, market studies, plans, specifications and bid documents.
4. Answer inquiries and provide factual and technical information regarding the activities of the Department.
5. Establish and maintain effective working relationships with City officials, consultants and contractors, the general public and fellow employees.
6. Assist in the development and maintenance of an operating budget.
7. Make public presentations to the City Council and community groups.

**PHYSICAL DEMANDS:** Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

**WORK ENVIRONMENT:** Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The work environment is generally indoors in a temperature-controlled office; some travel is required.
2. Noise level in the work environment is usually moderate.